**Abdalla**

**Abdalla.363984@2freemail.com**

Contracts & Tenders Officer / Sales & Marketing Asst.

# Career Objective

# Looking forward a senior level position with an established organization in the fields that match my experience & skills in an environment of growth and excellence which provides me job Satisfaction, self-development and help me achieve personal as well as organization goals.

# Career Summary

With Over 06 year of experience in carrying out direct contracts, tenders (technical/commercial proposals) preparation, Sales and marketing activities, so as to maintain and develop the company business & sales.

# Employment Experience

**Contracts & Tenders Officer / Sales & Marketing Asst. Mar 2010 - Present**

Spark Security Services, UAE

Key Responsibilities:

* Responsible for gathering information of the customers and market and Prepare, maintain & update potential customer database.
* Reviewing RFQ and RFP bid solicitations and preparing technical / cost proposals with supporting data for conformity with Client requirements as stated in the tender documents.
* Negotiating, Drafting and recommending agreements with external customers, including price, and interests with acceptable commercial and legal risks to the company.
* Handling all the agreements’ approvals, extensions, modifications and amendments, supplemental funding requests, key personnel notifications, close-outs and other actions promptly
* Assisting in the ongoing management of across all the Company contracts
* Liaison with the Finance Department on contractually-related matters
* Reviewing and providing input to Contracts Database
* Preparing all the contracts’ related correspondences.

Key Achievements:

* Best employee in the Year **2012**
* Played a major role in Increasing the overall sales of the company with total 20-25% annually since 2011 through approaching new customers, and the increased numbers of awarded quotations & tenders
* Tenders - I have developed a comprehensive technical proposal which led our company to be technically qualified in over 90% of the tenders we are participating.
* Reports - I have developed a new report for sales revenues & competitors in a way that have increased the management’s view & understanding over the market challenges of security industry in UAE
* Computer Skills – I have improved my computer skills through the daily work on different windows applications and online vendors portals (for registration processes or tenders’ submission) , as well MS office (i.e. Word, Excel, and Power Point)

**Translator Jan 2009 – Feb2010**

Information System Academy, Egypt

Key Roles:

* Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
* Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
* Researching legal, technical and scientific phraseology to find the correct translation;
* Liaising with clients to discuss any unclear points through ISA Center
* proofreading and editing final translated versions;
* Using the internet and email as research tools throughout the translation process;

# Education

* BUREAU VERITAS- ISO Internal Auditor Course ( 2013)
* National Security Institute – Yearly course (2011 & 2012).
* Bachelor of Arts, English Department, Tanta University, Egypt - 2007
* Secondary School, Kafr El Zayat Secondary School Scientific Department, 2003

# Skills

* Professional in marketing with Good communication skills.
* Hard working, Fast Learner and open to new ideas.
* Knowledge in computer Windows OS and MS Office (Word, Excel and Power Point)
* Easy to adapt in any work environment and accomplishing any tasks.
* Excellent verbal, written and telephone skills supported by strong interpersonal skills and ability to work within a team structure